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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

| FROM: | | | EXTENSION | NO. FILE Record |
|---|---|---|---|---|
| Support Services Staff | | | | DATE |

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| TO: (Officer designation, room number, and building) | DATE | | OFFICER'S INITIALS | COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.) |
|---|---|---|---|---|
| | RECEIVED | FORWARDED | | |
| 1. Acting Deputy Director for Support | | | | 1. For Signature |
| 2. Executive Director-Comptroller  3 | AUG 1971 | 9 Aug. | | |
| 3.  RO Deputy Director for Support | | 8/9 | | 2 to 3: The Executive Director did not have a chance to review this prior to going on leave. I have asked the DDS&T and the Legislative Counsel to forward their responses to C/SSS (Mr  for consolidation with other contributions requested in ExDir's 28 June memorandum. Please resubmit the attached in connection with this consolidation. |
| 4. Chief  SSS - DD/S  actu | | | | |
| 5.  STAT | | | | |
| 6.  Executive Director | | | | |
| 7. | | | | B Evans  O/ExDir |
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DD/S 71-3098

FILE *Records*

8 AUG 1971

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Proposed Support Directorate Guidelines
for Contributions to the Presidential
Library Program

REFERENCE : Executive Director-Comptroller Memorandum
dated 28 June 1971 (ER 71-2922)
Subject: Presidential Libraries Program

In response to paragraph 3.b. of referent memorandum,
attached herewith are suggested guidelines for the Support Direc-
torate contributions to the Presidential Library Program. As im-
plied in paragraph 2 of referent memorandum, Chief, Support
Services Staff/DDS is prepared to assist in consolidating suggested
guidelines received from other Directorates if you wish.

/s/ Robert S. Wattles

Robert S. Wattles
Acting Deputy Director
for Support

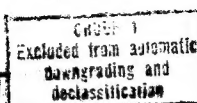Attachment

DDS/SSS/HEP:rf   (2 August 1971)

Distribution:
  Orig. - Adse/ w/att.
        1-ER W/att.
        1-DDS/Subject w/att.
        1-DDS/Chrono
        1-DDS/SSS Subject w/att.
        1-DDS/SSS Chrono

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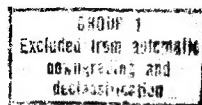### GUIDELINES FOR SUPPORT DIRECTORATE
### CONTRIBUTIONS TO THE NIXON LIBRARY

I. Agency support to Presidential travel (foreign and domestic). This should include significant correspondence, plans and programs of communications and security activities in support of Presidential travel.

II. Agency support to visiting heads of state (again primarily in the security and communications functions).

III. Support activities in major world trouble spots, particularly Southeast Asia should be covered in depth.

    a. <u>Logistics</u> - unilateral Agency programs as well as joint activities with the U.S. military and foreign governments.

    b. <u>Training</u> - courses established and designed for training personnel destined for assignment to Southeast Asia (language, area familiarization, special operations, etc.)

    c. <u>Personnel</u> - numbers and types of Support Directorate personnel assigned to Southeast Asia. Special personnel programs (i.e. [          ] designed for Agency activities in Southeast Asia.

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    d. <u>Communications, Finance and Medical</u> - contributions to Southeast Asia programs.

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    e. [          ] support activities in Southeast Asia.

    f. Agency air support in Southeast Asia.

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**V.** <u>Office of Security</u> - contributions to damage assessments stemming
from major leaks and security flaps.  Also, Security participation

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**VI.** <u>Office of Training</u> - Agency participation as faculty and students
in senior intergovernmental training programs.  Special training
support to other U.S. Government agencies and personnel.  (e.g.,
counter-terrorist and defensive driving training established in
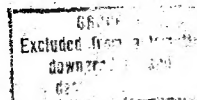response to WH requirement)

**VII.** <u>Office of Communications</u> -

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**VIII.** Significant items on our relationship with universities and
colleges which may have "hit-the-press" and resulted in favorable
or unfavorable publicity.  (recruitment - training - co-op pro-
gram, etc.)

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